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CIVIL SERVICE COMMISSION  
151 CITY HALL

August 11, 1976

To: Department Heads  
Departmental Personnel Offices  
Employees and Employee Organization Representatives

Re: Impartiality of Civil Service Classification Titles

The attached report contains the recommendations that will be heard by the Civil Service Commission on September 7, 1976 regarding job title changes. The report reflects amendments as a result of input from many sources received in response to the memorandum from Bernard Orsi, General Manager, Personnel distributed November 19, 1975.

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PERSONNEL DEPARTMENT  
CIVIL SERVICE COMMISSION



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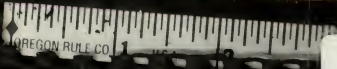
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Re: Impartiality of Civil Service Classification Titles

The attached report contains the recommendations that will be heard by the Civil Service Commission on September 7, 1976 regarding job title changes. The report reflects amendments as a result of input from many sources received in response to the memorandum from Bernard Orsi, General Manager, Personnel distributed November 19, 1975.

PERSONNEL DEPARTMENT  
CIVIL SERVICE COMMISSION



TO: Civil Service Commission

THROUGH: Bernard Orsi, General Manager, Personnel

SUBJECT: IMPARTIALITY OF CIVIL SERVICE CLASSIFICATION TITLES

RECOMMENDATIONS:

1. Post the attached report for 3 weeks.
2. Amend titles of 146 classifications to remove sex designations as indicated on Attachment I.
3. Consolidate Class 2702 Janitress and Class 2714 Janitor to Class 2708 Custodian.
4. Consolidate Class 2704 School Custodian, Female and Class 2726 School Custodian, Male to Class 2709 School Custodian.
5. Abolish Class 9224 Airport Janitor and Class 9227 Airport Janitress.
6. Amend the Annual Salary Ordinance to reflect the foregoing changes.
7. Grant status to incumbents and eligibles in newly titled classifications as appropriate.
8. Defer title amendment of the following classifications pending classification survey:

8204 Institutional Policeman  
8207 Building and Grounds Patrolman  
8208 Park Patrolman  
8210 Head Park Patrolman  
9210 Airport Policeman  
9350 Harbor Policeman

Refer to staff.

9. Advise all departments of the approved classification title changes and require that all departmental records be amended by July 1, 1977. Further, all departments are advised to use new titles in their budget requests for fiscal year 1977-78.

On March 3, 1975 the Civil Service Commission recommended that staff review all titles in the classification plan and prepare a list of titles eliminating terminology that could be construed as discriminatory. The report adopted by the Commission on that date read, in part, as follows:

All levels of governmental services, including the Federal Interagency Committee on Occupational Classification, the State of California Personnel Board, as well as various cities, counties and special districts, are reviewing class titles as part of the process of eliminating sex discrimination in employment. It is generally agreed that the recruitment of women may be impaired if a title such as "lineman" or "repairman" is used. Similarly, the recruitment of men is also hindered if a position title, such as "seamstress" is used...

The staff now proposes to thoroughly review all class titles (over 1500) used in the Classification Plan of the City and County to determine which titles may need amendment. Preliminary study indicates that at least 150 titles may be affected. A memorandum will then be prepared by the staff listing tentative title changes. This



will be circulated for comment to all departments, employee groups, the new City Commission on the Status of Women, as well as other interested individuals and organizations.

On November 19, 1975 a memorandum and list of recommended title changes was circulated to department heads, departmental personnel officers, employees and employee organization representatives for review and comment. A copy of the memorandum and list was also posted on the Official Civil Service Commission bulletin board for a two month period. In addition, the issue was publicized in the Personnel Newsletter and reported in the San Francisco Chronicle.

As a result of this memorandum, some thirty interested parties offered their opinions regarding the proposed classification title changes. The input of City employees was valuable in that they were, in several cases, able to suggest alternatives that were more descriptive of the work actually performed. In response, staff conducted further research on the disputed titles and held meetings to discuss disagreement regarding the proposed changes. Many of the constructive comments made in response to the November 19, 1975 memorandum have been incorporated into the final recommendations (Attachment I).

Some employee representatives expressed opposition to the title changes on the basis that the proposed title amendments would result in salary comparison and bargaining unit designation changes. However, consultation with both the Employee Relations Division and the Salary Standardization Division clearly indicates that these determinations are predicated on the duties and responsibilities of the classification as described in the class specification, not the classification title. Further, comment was made that title revisions should only be made as a result of the negotiation process. However, Section 3.661 of the Charter sets responsibility with the Civil Service Commission for classifying positions (i.e. assigning duties, responsibilities and titles).

The titles of Civil Service Commission classifications clearly take on greatest importance in the recruitment process; there is no way to measure the potential number of qualified male candidates who would not apply for "Swimming Pool Stewardess", or the number of qualified female candidates who would not apply for "Parking Controlman." It is important to note that the recommended removal of arbitrary sex designations from Civil Service Commission job titles has the support of both the Human Rights Commission and the Commission on the Status of Women.



### Consolidations

As a result of the recommended title changes, consolidation of the following custodial classes will be effected:

<u>Existing Classes</u>	<u>New Class</u>
2702 Janitress and 2714 Janitor	2708 Custodian
2704 School Custodian, Female and	
2714 School Custodian, Male	2709 School Custodian

Appropriate assignments can be assured through the use of exempt waiver assignments for positions requiring heavy lifting, or a particular sex based on a bona fide occupational qualification. Separate classifications and lists need not be maintained.

### Deletions from Original Recommendations

The review of job titles disclosed that certain classification titles should not be revised at this time for the following reasons:

Q20 Policewoman: By previous Commission action, this is an inactive classification. As vacancies occur, the positions are re-classified to Q2 Police Officer; therefore it is unnecessary to amend the class title at this time.

S102 Motorman: A classification study is in progress at present, and the anticipated recommendation includes a new, neutralized title.

9224 Airport Janitor and 9227 Airport Janitress:

Records show that these classifications have never been used and should therefore be abolished rather than retitled. The Airport Personnel Officer concurs with the recommended abolishment.

7351 Head Meat Cutter:

Any re-titling of this classification should be deferred; no sex designation is evident.



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8204 Institutional Policeman  
8207 Building and Grounds Patrolman  
8208 Park Patrolman  
8210 Head Park Patrolman  
9210 Airport Policeman  
9350 Harbor Policeman:

Incumbents in these positions function as limited peace officers and share many common duties and responsibilities; the minimum requirements are similar. Title amendment should be deferred pending a classification survey and possible class consolidations.

#### Record Changes

As indicated in the report adopted by the Commission in March of 1975, the required change of title designations on records of the thousands of City employees will be an enormous undertaking. To facilitate this process, it is recommended that the new titles be used by departments in 1977-78 budget requests so that the changes can be incorporated in the Annual Salary Ordinance simultaneously. It is further recommended that the effective date for changes on all official records be July 1, 1977 to allow all City departments sufficient time to update all affected records.

In view of the foregoing, and consistent with Commission action of March 3, 1975, staff recommends the following:

1. Post the attached report for 3 weeks.
2. Amend titles of 146 classifications to remove sex designations as indicated on Attachment I.
3. Consolidate Class 2702 Janitress and Class 2714 Janitor to Class 2708 Custodian.
4. Consolidate Class 2704 School Custodian, Female and Class 2726 School Custodian, Male to Class 2709 School Custodian.
5. Abolish Class 9224 Airport Janitor and Class 9227 Airport Janitress.
6. Amend the Annual Salary Ordinance to reflect the foregoing changes.
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8. Defer title amendment of the following classifications pending classification survey:

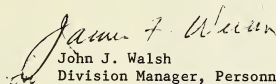
8204 Institutional Policeman  
8207 Building and Grounds Patrolman  
8208 Park Patrolman  
8210 Head Park Patrolman  
9210 Airport Policeman  
9350 Harbor Policeman

Refer to staff.

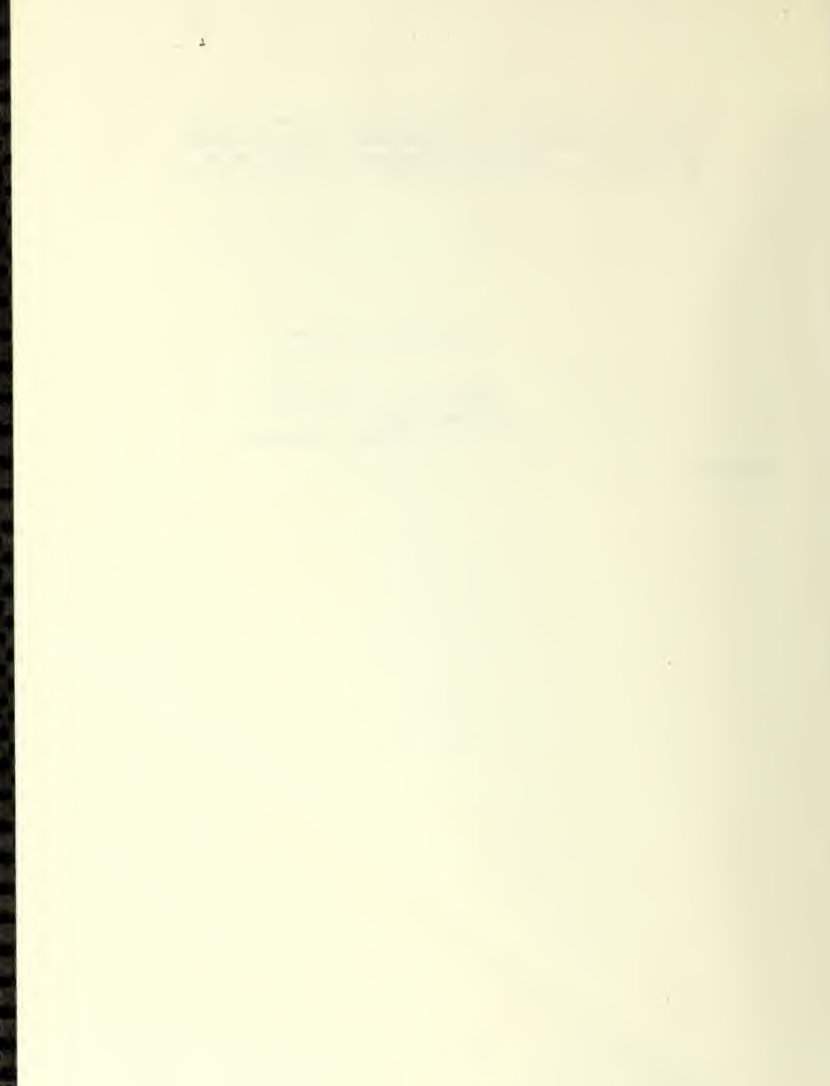


9. Advise all departments of the approved classification title changes and require that all departmental records be amended by July 1, 1977. Further, all departments are advised to use new titles in their budget requests for fiscal year 1977-78.

Respectfully submitted,

  
John J. Walsh  
Division Manager, Personnel

JJW/MF/vd

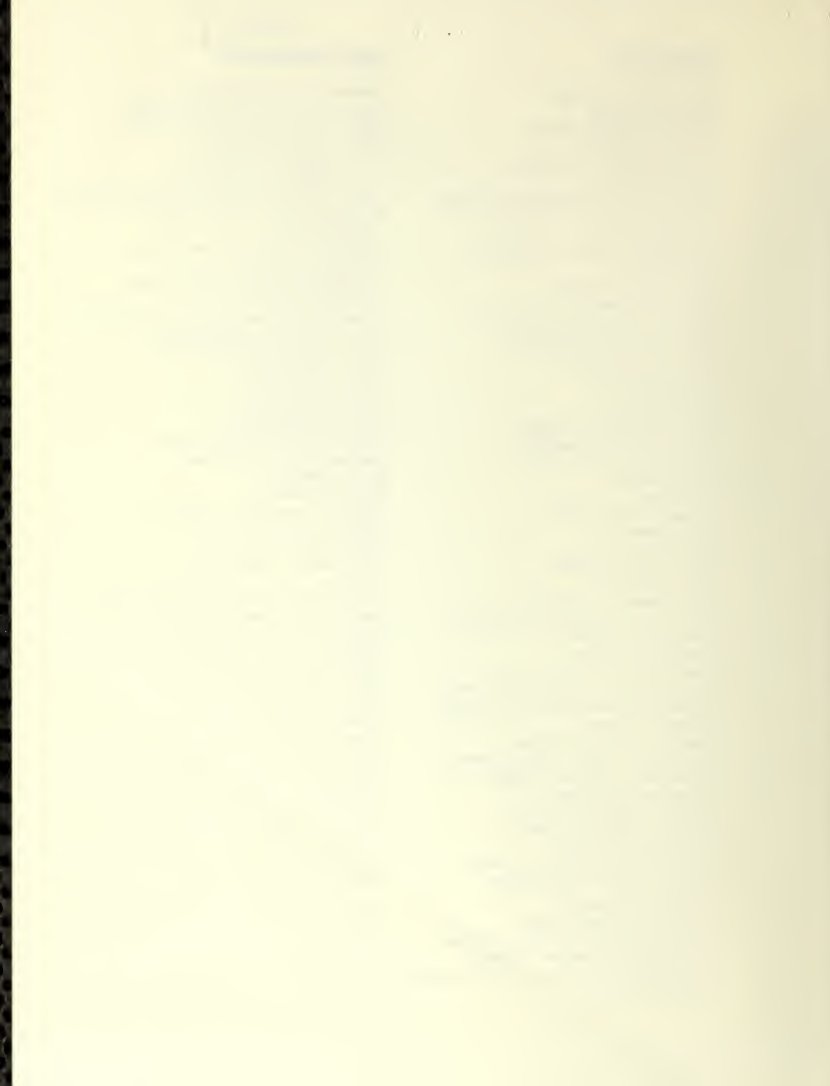


CURRENT TITLE

Reproduction Foreman  
 Film Serviceman  
 Senior Film Serviceman  
 School Stockman  
 School Supplies Warehouse  
     Sub-Foreman  
 School Supplies Warehouse Foreman  
 Children's Center Assistant  
     Housemother  
 Children's Center Housemother  
 Housemother  
 Janitor Sub-Foreman  
 Janitor Foreman  
 School Custodian Sub-Foreman  
 School Custodian Foreman  
 Porter Sub-Foreman  
 Porter Foreman  
 Seamstress  
 Head Seamstress  
 Porter General Foreman  
 Swimming Pool Stewardess  
 Assistant Harbormaster  
 Harbormaster  
 Stableman  
 Gardener Sub-Foreman  
 Nurseryman  
 Chief Nurseryman  
 Tree Topper Foreman  
 Instrument Man  
 City Planning Draftsman  
 Senior City Planning Draftsman  
 Draftsman Trainee  
 Rodent Controlman  
 Senior Rodent Controlman  
 Chief District Water Serviceman  
 Cement Finisher General Foreman  
 Plumber Foreman  
 General Laborer Foreman  
 Electrical Transit Shop Foreman  
 Sheet Metal Worker Foreman  
 Steamfitter Foreman  
 Asphalt Finisher Foreman  
 Asphalt Plant Foreman  
 Blacksmith Foreman  
 Car and Auto Painter Foreman  
 Transit Paint Shop Foreman  
 Carpenter Foreman  
 Cement Finisher Foreman  
 Automotive Transit Shop Foreman  
 Transmission Lineman Foreman  
 Fire Department Water System Foreman  
 Glazier Foreman

STAFF RECOMMENDATION

Reproduction Supervisor I  
 Senior Film Service Technician  
 Senior Film Service Technician  
 School Stock Keeper  
 School Supplies Warehouse  
     Assistant Supervisor  
 School Supplies Warehouse Supervisor I  
 Children's Center Assistant  
     Houseparent  
 Children's Center Houseparent  
 Residence Manager  
 Custodial Assistant Supervisor  
 Custodial Supervisor I  
 School Custodian Assistant Supervisor  
 School Custodian Supervisor I  
 Porter Assistant Supervisor  
 Porter Supervisor I  
 Sewing Technician  
 Senior Sewing Technician  
 Porter Supervisor II  
 Swimming Pool Cashier-Clerk  
 Marina Assistant Manager  
 Marina Manager  
 Stable Attendant  
 Gardener Assistant Supervisor  
 Nursery Specialist  
 Chief Nursery Specialist  
 Tree Topper Supervisor I  
 Surveyor  
 City Planning Drafting Technician  
 Senior City Planning Drafting Technician  
 Drafting Technician Trainee  
 Rodent Control Technician  
 Senior Rodent Control Technician  
 Chief Water Service Inspector  
 Cement Finisher Supervisor II  
 Plumber Supervisor I  
 General Laborer Supervisor I  
 Electrical Transit Shop Supervisor I  
 Sheet Metal Worker Supervisor I  
 Steamfitter Supervisor I  
 Asphalt Finisher Supervisor I  
 Asphalt Plant Supervisor I  
 Blacksmith Supervisor I  
 Car and Auto Painter Supervisor I  
 Transit Paint Shop Supervisor I  
     Carpenter Supervisor I  
 Cement Finisher Supervisor I  
 Automotive Transit Shop Supervisor I  
 Transmission Line Worker Supervisor I  
 Fire Department Water System Supervisor I  
 Glazier Supervisor I



CURRENT TITLE

Transit Lineman Foreman  
Locksmith Foreman  
Electrician Foreman  
Plumber General Foreman  
Water Meter Shop Foreman  
School Equipment Warehouse  
Sub-Foreman  
Painter Foreman  
Parking Meter Repairman Foreman  
Power Plant Foreman  
School Equipment Warehouse Foreman  
Sewer Repair General Foreman  
Sheet Metal Worker General Foreman  
Steamfitter General Foreman  
Automotive Mechanic Foreman  
Utility Foreman  
Trackman Foreman  
Electrical Transit Mechanic Foreman  
Automotive Machinist Foreman  
Power House Electrician Foreman  
Electric Motor Shopman Foreman  
Communications Lineman Foreman  
Maintenance Machinist Foreman  
Water and Power Maintenance Foreman  
Automotive Body and Fender  
Worker Foreman  
Carpenter General Foreman  
Communications Lineman General  
Foreman  
Transit Lineman General Foreman  
Cable Splicer Foreman  
Electrician General Foreman  
Painter General Foreman  
Street Cleaning General Foreman  
Utility General Foreman  
Transmission Lineman General  
Foreman  
Automotive Machinist Sub-Foreman  
District Water Serviceman  
Senior District Water Serviceman  
Electric Motor Shopman  
Automotive Body and Fender Worker  
Sub-Foreman  
Fire Department Water System  
Sub-Foreman  
Lineman  
Steamfitter Sub-Foreman  
Water Meter Repairman  
Electrical Transit Mechanic  
Sub-Foreman  
Automotive Mechanic  
Sub-Foreman

STAFF RECOMMENDATION

Transit Power Line Worker Supervisor I  
Locksmith Supervisor I  
Electrician Supervisor I  
Plumber Supervisor II  
Water Meter Shop Supervisor I  
School Equipment Warehouse  
Assistant Supervisor  
Painter Supervisor I  
Parking Meter Repairer Supervisor I  
Power Plant Supervisor I  
School Equipment Warehouse Supervisor I  
Sewer Repair Supervisor II  
Sheet Metal Worker Supervisor II  
Steamfitter Supervisor II  
Automotive Mechanic Supervisor I  
Utility Plumber Supervisor I  
Track Maintenance Worker Supervisor I  
Electrical Transit Mechanic Supervisor I  
Automotive Machinist Supervisor I  
Power House Electrician Supervisor I  
Electric Motor Repair Supervisor I  
Communications Line Worker Supervisor I  
Maintenance Machinist Supervisor I  
Water and Power Maintenance Supervisor I  
Automotive Body and Fender Worker  
Supervisor I  
Carpenter Supervisor II  
Communications Line Worker  
Supervisor II  
Transit Power Line Worker Supervisor II  
Cable Splicer Supervisor I  
Electrician Supervisor II  
Painter Supervisor II  
Street Cleaning Supervisor II  
Utility Plumber Supervisor II  
Transmission Line Worker  
Supervisor II  
Automotive Machinist Assistant Supervisor  
Water Service Inspector  
Senior Water Service Inspector  
Electric Motor Repairer  
Automotive Body and Fender Worker  
Assistant Supervisor  
Fire Department Water System  
Assistant Supervisor  
Electrical Line Worker  
Steamfitter Assistant Supervisor  
Water Meter Repairer  
Electrical Transit Mechanic  
Assistant Supervisor  
Automotive Mechanic  
Assistant Supervisor



CURRENT TITLE

Typewriter Repairman  
Senior Typewriter Repairman  
Utility Plumber Sub-Foreman  
Window Cleaner Sub-Foreman  
Electrical Transit Serviceman  
Automotive Serviceman  
Automotive Serviceman Sub-Foreman  
  
Cribber Sub-Foreman  
Dryer Mixerman  
Lineman Helper  
Equipment Serviceman  
Parking Meter Repairman  
Sewer Serviceman  
Shade and Drapery Man  
Senior Shade and Drapery Man  
Shade Man  
Signalman  
Street Signal Repairman  
Traffic and Street Sign  
Maintenance Man  
Voting Machine Serviceman  
Lighting Fixture Maintenance Man  
Institution Utility Man  
Trackman  
School Furniture Serviceman  
Field Conservation General Foreman  
Watchman  
Parking Controlman  
Stage Doorman  
Transit Car Cleaner Sub-Foreman  
Transit Car Cleaner Foreman  
Airport Custodial Service Foreman  
Janitor Foreman, Port  
Switchman  
Switch Engine Foreman  
Sectionman  
Section Foreman  
Yardmaster  
Car Inspector and Repairman  
Pileman  
Piledriver Engineman  
Piledriver Foreman  
Marine Watchman  
Dredge Leverman  
Head Dredge Leverman  
Parking Meter Repairman, Port  
Ornamental Iron Worker Foreman  
Roofer Foreman  
Sheet Metal Foreman, Port  
General Foreman, Construction  
and Maintenance, Port

STAFF RECOMMENDATION

Typewriter Repairer  
Senior Typewriter Repairer  
Utility Plumber Assistant Supervisor  
Window Cleaner Assistant Supervisor  
Electrical Transit Service Worker  
Automotive Service Worker  
Automotive Service Worker  
Assistant Supervisor  
Cribber Assistant Supervisor  
Dryer Mixer Operator  
Electrical Line Helper  
Equipment Technician  
Parking Meter Repairer  
Sewer Service Worker  
Shade and Drapery Worker  
Senior Shade and Drapery Worker  
Shade Worker  
Traffic Signal Operator  
Street Signal Repairer  
Traffic and Street Sign  
Maintenance Worker  
Voting Machine Repairer  
Lighting Fixture Maintenance Worker  
Institution Utility Worker  
Track Maintenance Worker  
School Furniture Service Worker  
Field Conservation Supervisor II  
Security Guard  
Parking Control Officer  
Stage Door Attendant  
Transit Car Cleaner Assistant Supervisor  
Transit Car Cleaner Supervisor I  
Airport Custodial Service Supervisor I  
Custodial Supervisor I, Port  
Switch Operator  
Switch Engine Supervisor I  
Section Worker  
Section Supervisor I  
Yard Director  
Car Inspector and Repairer  
Pile Worker  
Piledriver Engine Operator  
Piledriver Supervisor I  
Marine Patrol Officer  
Dredge Lever Operator  
Head Dredge Lever Operator  
Parking Meter Repairer, Port  
Ornamental Iron Worker Supervisor I  
Roofer Supervisor I  
Sheet Metal Supervisor I, Port  
Construction and Maintenance  
Supervisor II, Port



CURRENT TITLE

Policeman Specialist-  
Youth Program  
Stockman

STAFF RECOMMENDATION

Police Officer Specialist-  
Youth Program  
Stockkeeper

\*Original recommendation modified as a result of feedback from  
November 19, 1975 memorandum.





